

City of Burlington  
Historic Preservation Overlay District  
Sign Permit Application

**All parties intending to place signage within the HPO District must complete the following steps:**

- ⇒ **Provide completed Sign Permit Application to the City of Burlington Building Inspector's office located at 300 North Pine Street, Burlington;**
- ⇒ **Application must be submitted 10 business days prior to the regularly scheduled Historic Preservation Commission (HPC) meeting. The HPC meets every 4<sup>th</sup> Thursday of the month at 6:30 p.m. within the Common Council Chambers located at 224 East Jefferson Street.**
- ⇒ **Upon a recommendation to approve the proposed sign, the HPC will provide their recommendation to the Plan Commission. The Plan Commission meets every 2<sup>nd</sup> Tuesday of the month at 6:30 p.m.**

**You are encouraged to attend said meetings to address any questions or concerns that the Commission members may have regarding your sign application.**

**Please find the attached ordinances, which indicate the standards of signage within the HPO district.**

Project Location: (Building Address)	Applicant Name(s):
Property Owner Name:	Applicant Mailing Address:
Property Owner Telephone Number:	Applicant Telephone Number:
Property Owner Fax Number:	Applicant Fax Number:
Sign Contractor	Sign Contractor Mailing Address

**1. Signs Prohibited in the HPO District.**

In addition to signs prohibited in ALL ZONING DISTRICTS as set forth in § 315-65, the following signs are prohibited:

- A. **Freestanding Signs.** Exception – one sandwich sign not exceeding six (6) square feet per sign face and does not constitute a public safety or traffic hazard.

**Applicable to proposed sign permit application?      ☐ Yes      ☐ No**

- B. **Plastic Formed Signs.** No plastic formed signs or signs formed from plastic-like materials unless such materials simulate historic signage.

**Applicable to proposed sign permit application?      ☐ Yes      ☐ No**

2. Wall, Fascia (including transoms) and Awning Signs.

- A. **Placement.** All wall, fascia, transoms and awning signs shall be placed BELOW the upper edge of the traditional building sign band (for graphic example, please see page three of attached HPO zoning ordinance). No signage allowed above upper edge of said sign band, with the exception of projecting and hanging signs (see item #3).

Applicable to proposed sign permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conform to Placement Requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- B. **Maximum Signage Area.** Total cumulative signage area of all exterior signage placed upon street-facing façade of building (does not include signage placed inside of windows, freestanding sandwich signs or projecting and overhanging signs) shall NOT EXCEED 15% of total facade area of the FIRST FLOOR street-facing façade.

Applicable to proposed sign permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conform to Maximum Signage Requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, indicate the total façade area (in square feet) of the first floor street-facing façade: \_\_\_\_\_ square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all street-facing signs: \_\_\_\_\_ square feet.

- C. **Maximum Signage Lettering.** For wall and fascia signage, lettering shall not be greater than 12" in height AND cover not more than 60% of the sign board on which the letters are placed.

Applicable to proposed sign permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conform to Lettering Requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

- D. **Maximum Number of Wall, Fascia, Transom and Awning Signs.** Total number shall not exceed 3 signs. Gilded, vinyl or painted letters on the inside or outside of storefront display windows are not included within said maximum.

Applicable to proposed sign permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conform to Maximum Requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, indicate the total façade area (in square feet) of the upper (second) floor street-facing façade (as measured from the upper edge of the sign band to the upper edge of the cornice): \_\_\_\_\_ square feet.

If applicable, indicate the current total cumulative signage area (square feet) of all projecting and hanging signs facing the street: \_\_\_\_\_ square feet.

- E. **Wall, Fascia and Transom Sign Placement.** No wall sign or fascia (including transom) shall be placed to visually obscure architectural details of the building.

Applicable to proposed sign permit application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Conform to Placement Requirement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

3. Projecting and Hanging Signs.

- A. **Minimum and Maximum Height.** All projecting and hanging signs shall be elevated a minimum height of 8 feet. Said signs may be placed ABOVE the sign band; however not above the top edge of the largest second story window.

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<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Placement Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

- B. **Limitation of the Extension.** All projecting and hanging signs shall not project more than 5 feet from the surface of its supporting building. All said signs shall not extend closer than 2 feet to any public street curb or pavement.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Extension Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

- C. **Placement of Projecting and Hanging Signs.** All projecting and hanging signs shall be placed perpendicular to the façade and not flush with building façade.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Perpendicular Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

- D. **Maximum Area of Projecting and Hanging Signs.** The maximum cumulative area allowed for projecting and hanging signs shall not exceed 7% of the UPPER building façade area.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Maximum Area Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

- E. **Limitation of the Number of Projecting and Hanging Signs.** The total number of projecting and hanging signs allowed on a structure shall be 1 sign per business.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Number of Signs Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

#### 4. Illumination of Signs.

- A. **No internally illuminated signs shall be placed in the HPO District.** If signs are illuminated, signs shall be EXTERNALLY illuminated.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Illumination Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

- B. **Non-flashing, illuminated neon signs shall be permitted.**

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Neon Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

#### 5. Limitation of Types of Window Signs.

All window signs, including transom windows, shall be gilded, painted, vinyl, etched glass or leaded glass letters placed on the inside of storefront display windows. Product and/or company logo signs are allowed on the inside of storefront display windows.

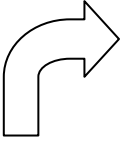
<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Types of Signage Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

#### 6. Signage Color.

All signage shall be of a color, which is compatible with the color of the building construction materials found in the HPO District.

<b>Applicable to proposed sign permit application?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Conform to Color Requirement?</b>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

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Please attach a **recent photograph** of the entire façade of the building upon which the sign is proposed to be placed (minimum size of 3 inches by 5 inches) and a drawing or other graphic display of the proposed signage (drawn to a known architectural or engineering scale and properly dimensioned). This display must include all details that are applicable to said application including the following:

1. Proposed sign placement on the building with scaled dimensions indicating placement, distance extension from building and height of the sign relative to the abutting sidewalk (or surrounding grade if there isn't a sidewalk) for each sign proposed.
2. The material composition of the sign and its various elements.
3. The color(s) of the sign(s) proposed.
4. Scale of the drawing or graphic noted.
5. Date of the drawing or graphic noted.
6. Name of the preparer of the drawing noted.

**I hereby certify that all statements, forms and attachments submitted hereto are true and correct to the best of my knowledge and belief.**

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date